



Office of Public Instruction
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END OF YEAR COLLECTION: OVERVIEW

SECTION I: PURPOSE OF COLLECTION

The purpose of the End of Year Collection is to update enrollments for students entering schools after the CRT test date, finalize all student enrollments for 2007-2008 at the completion of the school year, enter the current year's graduation information (for districts with grade 12 students), and enter dropout information for students in grades 7-12 who did not finish the school year.

2007-2008 student records will need to be updated throughout the summer, as information becomes available (e.g., students who move to another district and/or state, students who complete graduation requirements over the summer).

SECTION II: KEY COMPONENTS OF DATA COLLECTION

These are the components of the End of Year Collection. We recommend you complete these collections in the order listed.

- ☐ STUDENT DEMOGRAPHIC (only for students new to the district)
 - Student's Legal Name
 - Student's Birthdate
 - Student's Gender
 - Student's Ethnicity
- ☐ STUDENT ENROLLMENT (for all students)
 - Start Date and Status for students new to the district
 - End Date and Status for all students at the end of the school year
 - Graduation information (for all grade 12 or graduating students)
 - Dropout information for students in grades 7-12 who do not finish the school year
- ☐ PROGRAM PARTICIPATION
 - Update for graduating students and/or dropouts.
- ☐ GRADUATE REPORT
 - Run the Ad Hoc Report and make changes to AIM as Necessary
- ☐ DROPOUT REPORT (Grades 7-12, UM, UH only)
 - Run the Ad Hoc Report and make changes to AIM as Necessary

SECTION III: DATE OF COMPLETION

This collection opens on the 12th of May and closes on June 25th. Additional corrections (summer graduates and summer transfers) should be recorded in the 07-08 enrollment record as the information becomes available.